

Request for Proposal:

Georgia Certified Landfill Operator Training

Prepared For:

**Solid Waste Association of North America
Georgia Chapter**

**Georgia SWANA Chapter
11770 Haynes Bridge Road, Suite 205-489
Alpharetta, Ga. 30009-1968**

INTRODUCTION	3
The Work	4
<i>Task 1- Review Existing Course Content</i>	4
<i>Task 2 – Update Manual Sections</i>	4
<i>Task 3 – Bank of Test Questions</i>	5
<i>Project Schedule</i>	5
Appendix A – List of Course SEctions INcluded	6
Appendix B – STATEMENT OF QUALIFICATIONS	8

INTRODUCTION

The Georgia SWANA chapter is seeking qualified vendors to fully update their Certified Landfill Operator training course in conjunction with Georgia EPD. The chapter provides state-specific training for landfill operators through their Certified Landfill Operator Training Course. This course was last updated in 2012.

The Georgia SWANA chapter has requested this proposal to update the current course and to address the many changes that have come to the solid waste industry. This will of course help to ensure that chapter members are up to date and working with the most recent technology and industry specific information. It will also help encourage a culture of safety for all participating organizations.

Furthermore, as this proposal applies to landfill operators, owners, managers, supervisors, and foremen, their share in the responsibility increases as their authority increases. For example, if the road or vehicle is unsafe and could contribute to a crash, those in charge have a responsibility to fix it. For managers, it's not just a matter of "not being negligent"; they must also provide a safe work environment. They must be proactive in keeping others safe. This same duty applies to schoolteachers, office managers, facility owners, and anyone else in a position of authority.

Further, the need to address a lack of standardization and outdated training materials also applies to the operational side of the solid waste industry. Having a standardized and updated course is essential to the effective management of Georgia's Solid Waste facilities.

On the following pages, we have set forth the requested approach and the specific tasks to accomplish this work.

THE WORK

The Georgia SWANA chapter (We) expect this updated course to include operational, regulatory, safety, and other industry changes that have occurred since the previous version was developed.

It will also request integrating operational efficiency and financial savings into the training as well. Again, these things are all inter-related and improving one will automatically improve the others.

This proposal is to update 17 of the 24 sessions in the current program and assist with the other 7 sessions with the Regulatory community as set forth in Appendix A. The proposal should be broken into three tasks. The Deliverables are expected to be as follows:

1. Updated course content as Power Point Presentations in digital format (.pdf and .ppt file formats) of the agreed-upon sections;
2. Updated course manual which accompanies the presentations;
3. Bank of Test questions for review and testing with a minimum of 250 multiple choice and True/False questions; and
4. Bank of photographs to be used in the training documents from facilities within the State of Georgia (only).

The final updated manual and lesson module presentations will be delivered in an electronic editable format (PowerPoint & pdf).

Task 1- Review Existing Course Content

Review the overall course layout, including all 24 topics. Much has changed in the waste industry since the last update and we are aware we may need to add more sections. So, the work will begin with a cursory “Table of Contents” review to ensure there are no missing sections. Also, the content within each section needs to be updated. The primary actions for this task are as follows:

- Review and provide comments to the existing format;
- Review and provide comments for the current training modules;
 - slides, module narrative, photos, videos, training materials;
- Review and provide comments on the testing program – test questions, platform for testing, provide a report that outlines the recommended updates and revisions; and
- Manage the meetings between the Georgia SWANA Certified Landfill Operations (CLO) Committee and Chapter President to go through the recommended updates, revisions and resulting agreed-upon recommendations.

Note that the project team that is awarded the contract is also responsible for managing updates to the State Sessions based on new permitting versions and requirements, as the State provides information and input.

Task 2 – Update Manual Sections

Update the approved sections of the manual to reflect operational, regulatory, safety, and other industry changes that have occurred since the previous version was developed. The efforts on the manual and testing materials will be limited to the recommended revised topics identified during the Task 1 review meeting with the CLO Committee.

Update to include:

- Power Point Slides for selected revised topics, as well as a PDF file format;
- Photos;
- Course format;
- Technology of program;
- Include new and updated videos using current video technology formats;
- Other visual displays; and

Task 3 – Bank of Test Questions

The revisions and test questions must meet the requirements set forth in the EPD's Georgia Rules on Solid Waste Management Rule 391-3-4-.18. We request draft copies of the updated manual (in Word) and PowerPoint presentations to Georgia SWANA CLO Committee for team review. There should be up to an estimated 10-hours of scheduled meetings as part of this process. These meetings should be accounted for in the proposal cost estimate. Any meetings past the 10-hours should be charged at Time and Materials Not-to-Exceed and must have approval of the GA-SWANA Board before proceeding.

Update to include:

- Test Question Bank and other testing materials
 - Request at a minimum four (4) sets of tests using the 250-question bank.

Project Schedule

The Proposer should provide a schedule to complete each task and the expected date of delivery of each task as a part of this proposal. We request that the Proposer allocate time in the proposal to make at a minimum one (1) set of revisions. Georgia SWANA will be involved during this review process to make sure the review is completed quickly and efficiently.

This estimated cost shall be based on standard billing rates, with a not-to-exceed amount included in the submitted proposal. This rate schedule should be in effect for 120 days from the date of the proposal. Payment terms will be as dictated in the signed contract between SWANA-Georgia Chapter and the awarded Proposer.

APPENDIX A – LIST OF COURSE SECTIONS INCLUDED

List of Sessions to be Updated:

Session Title	By Awarded Proposer	By Awarded Proposer/EPD
1. Course Introduction and Homework 06-2019	<input checked="" type="checkbox"/>	
2. History of Solid Waste	<input checked="" type="checkbox"/>	
3. Policy Planning Waste Reduction 2019		<input checked="" type="checkbox"/>
4. Composting and Conversion Technologies 8-2013	<input checked="" type="checkbox"/>	
5. State Sessions – Regulations and Laws 12-2018		<input checked="" type="checkbox"/>
6. Landfill Compliance Evaluation 11-2017		<input checked="" type="checkbox"/>
7. Rules 01-2018		<input checked="" type="checkbox"/>
8. Landfill Mathematics	<input checked="" type="checkbox"/> (power point template only)	
9. Health & Safety	<input checked="" type="checkbox"/>	
10. Site Selection Procedures	<input checked="" type="checkbox"/>	
11. Design Application & Permit Requirements	<input checked="" type="checkbox"/>	
12. Landfill Development 01-2022	<input checked="" type="checkbox"/>	
13. Landfill Operations	<input checked="" type="checkbox"/>	
14. Construction & Demolition Landfills	<input checked="" type="checkbox"/>	
15. Equipment Maintenance	<input checked="" type="checkbox"/>	
16. Waste Acceptance & Inspections/Asbestos/Biomedical	<input checked="" type="checkbox"/>	
17. Surveying for Landfills	<input checked="" type="checkbox"/>	
18. State Sessions – Erosion & Sediment Control Best Management Practices		<input checked="" type="checkbox"/>
19. Groundwater, Surface Water & Leachate 01-2019	<input checked="" type="checkbox"/>	
20. Industrial Storm Water Discharge Permitting and Management 2021		<input checked="" type="checkbox"/>
21. Landfill Gas 01-2020	<input checked="" type="checkbox"/>	
22. Closure and Post-Closure 2020-01	<input checked="" type="checkbox"/>	
23. Lesson 12 – Landfill Air Regulations		<input checked="" type="checkbox"/>
24. Natural Disaster Response Plans	<input checked="" type="checkbox"/>	

APPENDIX B – STATEMENT OF QUALIFICATIONS

Qualifications for providing coursework updates in the Solid Waste Industry:

The Proposer will need to submit at a minimum the following:

- Years of experience/qualifications within the Solid Waste Industry in Georgia;
- The proposed team resumes and qualifications of the team members that will be utilized during the efforts;
- Provide any examples of similar scope projects, if any; and
- Examples of Regulatory knowledge and interactions with Georgia – Environmental Protection Division (EPD).

RFP Submittal Deadlines:

There will be a mandatory Virtual Pre-Bid meeting held via Microsoft Teams on **January 12, 2025**, to review the RFP. Please notify the Chapter at clo@gaswana.org by **January 6, 2025 5:00 pm** if you plan to attend so an invite can be submitted to your organization contact.

All questions will need to be submitted via email to executive@gaswana.org and clo@gaswana.org by 5:00 pm on **January 24, 2025**.

Questions will be answered by **January 31, 2025**.

All Proposals will need to be submitted via email to : executive@gaswana.org and clo@gaswana.org by 11:59pm on **February 14, 2025**.